



AGENCY PROMOTIONAL EXAMINATION
DEPARTMENT OF LABOR
WAGE ENFORCEMENT AGENT

ANNUAL \$64,847
SALARY: \$82,533

SALARY
GROUP: SH 24

APPLICATION CLOSING
DATE: DECEMBER 30, 2014

EXAM
NO: 141700APDM

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW.

PURPOSE OF CLASS: In the Department of Labor this class is accountable for investigating complaints concerning non-payment of wages, fringe benefits, prevailing rates, minimum wage and overtime violations.

MINIMUM QUALIFICATIONS REQUIRED

THIS **PROMOTIONAL EXAMINATION** IS OPEN TO ANY **CURRENT** EMPLOYEE OF THE **DEPARTMENT OF LABOR** WHO BY **DECEMBER 30, 2014** HAS PERMANENT STATE STATUS*, SIX MONTHS SERVICE IN THE **DEPARTMENT OF LABOR**, AND THE FOLLOWING EXPERIENCE AND TRAINING:

GENERAL EXPERIENCE: Seven years of experience in the enforcement of labor laws and regulations involving rates of pay, hours of work, conditions of employment and regulation of wages.

SUBSTITUTIONS ALLOWED: (1) College training may be substituted for the General Experience on the basis of fifteen semester hours equaling one half year of experience to a maximum of four years for a Bachelor's degree. (2) A Master's degree in business or public administration, finance or related fields may be substituted for one additional year of the General Experience. (3) For State Employees one year of experience as a Wage and Hour Investigator 2 may be substituted for the General Experience.

SPECIAL REQUIREMENT: Incumbents in this class may be required to travel.

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of relevant local, state and federal laws and regulations; considerable knowledge of payroll methods; knowledge of Connecticut industries and trades including construction field and duties of occupations involved; interpersonal skills; oral and written communication skills; considerable investigative ability; ability to analyze wage claim disputes and apply relevant provisions of local, state and federal labor laws to reach equitable adjustments.

THE EXAMINATION WILL BE COMPOSED OF:

PART	WEIGHT
EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION INSTRUCTIONS: In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above. Make certain your application form clearly details your employment history, including job titles, dates of employment and actual job duties as well as college degrees earned and current licenses and certifications. **THIS MATERIAL WILL CONSTITUTE THE EXAMINATION FOR THIS CLASS.** Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your completed application form is date stamped by DAS/Human Resources or postmarked by December 30, 2014. Mail your application to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (**Secure Fax #860-622-2910**). **If faxing materials, keep a copy of your completed application form and exam materials and the fax transmittal receipt for your records. Make certain that your application form and exam materials are complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted.** Due to the large number of applications received, we cannot confirm receipt of applications. **Examination scores will be mailed by February 13, 2015. A separate application form must be submitted for each exam you are applying for.**

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at the Department of Labor.

**For employees in the classified service, permanent status is obtained after successful completion of a working test period. For employees in the unclassified service, permanent status is obtained after serving in a position for at least six months (full time or full time equivalent).*

7121

December 11, 2014

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, persons with disabilities and military veterans.

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